

# BOARD OF SUPERVISORS

## Brown County

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

### "PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF October 5-9, 2009.**

#### MONDAY, OCTOBER 5, 2009

(No Meetings)

#### TUESDAY, OCTOBER 6, 2009

(No Meetings)

#### WEDNESDAY, OCTOBER 7, 2009

* 3:30 p.m.	2010 Proposed Budget Overview	Room 200—Northern Bldg. 305 E. Walnut Street
* 5:00 p.m.	Public Safety Committee	Room 200—Northern Bldg. 305 E. Walnut Street
* 6:30 p.m.	Planning Commission Board of Directors	Commission Room Metro Transportation Center 901 University Avenue

#### THURSDAY, OCTOBER 8, 2009

* 5:15 p.m.	Human Services Board	Innovative Services 445 Madison Street
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#### FRIDAY, OCTOBER 9, 2009

(No Meetings)

#### **\*Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

DEPARTMENT OF ADMINISTRATION

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

LYNN A. VANDEN LANGENBERG

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

September 28, 2009

TO: Brown County Board of Supervisors

FROM: Lynn Vanden Langenberg  
Director of Administration

SUBJECT: **2010 Proposed Budget Overview**  
**Thursday, October 1<sup>st</sup> at 4 pm or Wednesday, October 7 at 3:30 p.m.**  
**Room 200, Northern Building**

The Department of Administration invites you to attend a brief 2010 Budget overview either on Thursday, October 1<sup>st</sup> at 4 pm or Wednesday, October 7<sup>th</sup> at 3:30 pm in Room 200 of the Northern Building.

We have anticipated that some of you would appreciate an overview when you pick up your budget book—hence the meeting on October 1<sup>st</sup>. However, we also anticipated that some of you may want a chance to review the budget and formulate some questions prior to receiving an overview—hence the latter session on October 7<sup>th</sup>. Please note that the sessions will be identical in structure and content; it is simply up to you when you would rather attend. We hope you will be able to attend one of these meetings.

Sessions will last approximately an hour, in which we will briefly go over the budget book format and financial statements generated from our new system; as well as discuss the key initiatives and goals that the Executive is proposing to bring forth for 2010. There will also be a question/answer period.

I hope to see you either on October 1<sup>st</sup> or October 7<sup>th</sup>

cc: Tom Hinz, County Executive

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### PUBLIC SAFETY COMMITTEE

Andy Nicholson, Chair  
Tom De Wane, Vice Chair  
Carole Andrews, Bill Clancy, Andy Williams

### **PUBLIC SAFETY COMMITTEE**

**Wednesday, October 7, 2009**

**5:00 p.m.**

**Rm 200, Northern Building  
305 E. Walnut Street**

**\*\* REVISED \*\***

- I. Call meeting to order.
  - II. Approve/modify agenda.
  - III. Approve/modify minutes of the August 25, 2009 and September 2, 2009.
1. Review minutes and reports of:
    - a. Emergency Medical Services Council (8/19/09).
    - b. Fire Investigation Task Force (5/28/2009).
    - c. Fire Investigation Task Force Board of Directors (5/21/2009).
    - d. FoxComm Fiscal Advisory Board (9/3/2009).

### **Communications**

2. Communication from Supervisor Erickson re: Brown County should look at having drug offenders register their current addresses so residents have knowledge of who is living in their neighborhoods. (Referred from September County Board).
3. Communication from Supervisor Scray re: Review BC requirements of ID when applying for any Social Services from the County. Discuss the possibility of making Brown County requirements of ID stricter to prevent fraud. (Item was held for one month).

### **Circuit Courts**

4. Budget Status Financial Report for August 31, 2009.
5. Request for Budget Transfer (#09-56): Interdepartmental Transfer: Request to cover the Circuit Courts 1-8 2008 deficit in the amount of \$72,759. (*Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.*)

### **District Attorney**

6. Monthly drug criminal complaint numbers (standing item).
7. Request for Budget Transfer (#09-57): Interdepartmental Transfer: Request to cover the 2008 deficit in the amount of \$40,362. (*Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.*)

### **Teen Court**

8. August 2009 Teen Court Stats.

### **Sheriff**

9. Key Factor Report for October 2009 and Jail Average Daily Population by Month and Type for the Calendar Year 2009.
10. Budget Status Financial Report for August 31, 2009.
11. Request for Budget Transfer (#09-58): Interdepartmental Transfer: Request to cover the Sheriff's 2008 deficit in the amount of \$1,034,553. (*Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.*)
12. Request for Budget Transfer (#09-80): Increase in Expenditures with Offsetting Increase in Revenue (see attached for details).
13. Sheriff's Report.

### **Clerk of Courts**

14. Budget Status Financial Report for July 31, 2009 and August 31, 2009.
15. Request for Budget Transfer (#09-55): Interdepartmental Transfer: Request to cover the Clerk of Court 2008 deficit in the amount of \$57,379. (*Referred from September County Board with a motion to suspend the rules to refer back to Committee and to have the respective department heads to present new ways to stay within the budget for 2009.*)

### **Public Safety Communications**

16. Presentation on the Radio Interoperability Project.
17. Discussion & Action re: Item #7a of the Local Emergency Planning Committee minutes.
18. Budget Status Financial Report for July 31, 2009 and August 31, 2009.
19. Director's Report.

### **Medical Examiner** No agenda items.

### **Other**

20. Audit of bills.
21. Such other matters as authorized by law.

Andy Nicholson, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Word97/agendas/pubsaf/October7\_2009.doc

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, October 7, 2009**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

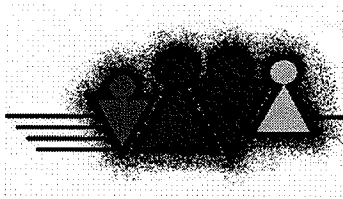
**ROLL CALL:**

Paul Blindauer	_____	John Klasen	_____
James Botz	_____	Pat Kolarik	_____
Keith Chambers	_____	Andy Lundt	_____
William Clancy	_____	Patrick Moynihan, Jr.	_____
Norbert Dantinne, Jr.	_____	Ken Pabich	_____
Ron DeGrand	_____	Mike Soletski	_____
Bernie Erickson	_____	Alan Swatloski	_____
Mike Fleck	_____	Mark Tumpach	_____
Steve Grenier	_____	Jerry Vandersteen	_____
Mark Handeland	_____	Tim VandeWettering	_____
Phil Hilgenberg	_____	Dave Wiese	_____
Dotty Juengst	_____	Vacant (Scott & Bellevue)	_____

1. Approval of the minutes of the September 2, 2009, regular meeting of the Brown County Planning Commission Board of Directors.
2. Discussion and action regarding the preliminary plat of Cobblestone at Centennial Centre, a Planned Unit Development under Section 21.70 of the Brown County Subdivision Ordinance, located in the Village of Hobart – Centennial Centre, LLC, owner.
3. Wisconsin Working Lands Initiative update.
4. Lower Fox River and Green Bay Shoreline Redevelopment Plan update.
5. Director's report.
6. Brown County Planning Commission staff updates on work activities during the month of September 2009.
7. Other matters.
8. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 ON THE DAY BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.



## **Human Services Department**

111 N. Jefferson Street, Green Bay, WI 54301

Phone: (920) 448-6001, Fax: (920) 448-6126; E-Mail: Eggebrecht\_TD@co.brown.wi.us

### **MEETING OF THE HUMAN SERVICES BOARD Thursday, October 8, 2009**

**INNOVATIVE SERVICES\***  
**445 MADISON STREET, GREEN BAY, WI 54301**  
**5:15 P.M.**

**\*Parking is available in the back of the building. Enter through the door by the parking lot.  
(Do not use the front door on Madison Street)**

### **AGENDA**

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of September 10, 2009 Human Services Board Meeting.
4. Innovative Services In-Home Technology Supports Presentation.
5. Family Care Update.
6. Community Treatment Center Update.
7. Financial Report.
8. Bellin Hospital Statistical Update.
9. Mental Health Center Statistical Update.
10. Contract Update.
11. Director's Report.
12. Any Other Matters.
13. Adjourn Business Meeting.

#### **Notices:**

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



# OCTOBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:30pm 1	2	3
4	5	Comm. Treatment Center Open House 6-8 pm 6	Public Safety 5pm 7	8	9	10
11	Executive Cmte 6pm 12	Vets' Recognition 5:15pm 13	14	Administration Committee 5:30pm 15	16	17
18	19	Homeless 3:30pm 20	EMS 1:30pm Board of Supervisors 7pm 21	Facility Master Plan 5:15pm 22	23	24
25	Land Con 6pm Plan Develop & Trans 6:30pm 26	Criminal Justice Coord Bd 3:30pm 27	Human Svc Cmte 5:30 pm 28	Ed & Rec 5:30pm 29	30	 HALLOWEEN 31

# NOVEMBER 2009



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	Executive Cmte 6pm 2	3	Public Safety 5pm 4	5	6	7
8	Board of Supervisors 9am 9	Vets' Recognition 5:15pm 10	 Veteran's Day 11	Facility Master Plan SubCmte 5:15pm 12	13	14
15	16	Homeless 3:30pm 17	Administration Cmte 5:30pm 18	19	20	21
22	Land Con 6pm Plan Develop & Trans 6:30pm 23	Criminal Justice Coord Bd 3:30pm 24	Human Svc Cmte 6pm 25	THANKSGIVING  26	27	28
29	30					

## **BROWN COUNTY COMMITTEE MINUTES**

- **Community Options Program Planning Committee (September 28, 2009)**
- **FoxComm Fiscal Advisory Board (September 3, 2009)**
- **Transportation Coordinating Committee (September 14, 2009)**

**To obtain a copy of Committee minutes:**

**[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)**

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**



**PROCEEDINGS OF THE COMMUNITY OPTIONS PROGRAM PLANNING COMMITTEE**

A regular meeting of the Brown County Community Options Program Planning Committee took place on Monday, September 28, 2009 at 111 North Jefferson Street, Green Bay, Wisconsin.

**Present:** Carlene Felmer, Sunny Archambault, Helen Desotell, Darlene Marcelle, Shirley Richardson, and Chua Xiong

**Absent:** None

**Excused:** Patricia Hickey, Kristy Robb

**Others Present:** Jean O'Leary, Joan Slempek, Mary Larsen and Mary Rasmussen of BCHSD

Chairperson Carlene Felmer called the meeting to order at 8:30 a.m. with roll call. A quorum was present.

**MODIFICATION/APPROVAL OF AGENDA**

**MOTION:** Ms. Desotell moved to approve the agenda as mailed. Ms. Marcelle seconded. Motion carried unanimously.

**MODIFICATION/APPROVAL OF MINUTES**

**MOTION:** Ms. Desotell moved to approve the August 24, 2009 minutes as mailed. Ms. Archambault seconded. Motion carried unanimously.

**REPORT ON CBRF MONITORING PROCEDURE**

Joan Slempek and Mary Larsen, case managers in the COP unit, were present to answer questions from the Committee and to give a brief overview of the procedure they follow to ensure the safety and wellbeing of consumers who are placed in CBRFs. This is follow-up to a discussion at last month's meeting. Ms. Desotell asked what the case managers' role is in the process, and Ms. Slempek said she monitors everyone on her caseload to see that they are receiving good care. In the case of a CBRF placement, she calls as well as visits the CBRF at a minimum of once a month. Ms. Marcelle asked if the visits are announced or unannounced. Ms. Slempek replied that they can be both, depending on whether there is a current issue that needs to be addressed. Family members also alert case managers to potential problem situations, and some of these situations warrant a drop-in visit. Ms. Larsen added that her visits are usually an hour to an hour and a half long, so she gets a good feel for what's going on in the CBRF. There is usually good communication between the CBRF and the case manager when there's an issue, for instance when a resident has a fall or a hospitalization. Ms. Slempek said she likes to talk to the direct care staff (e.g. CNAs) as well as the RNs on staff. She also finds it helpful to drop in at meal times and to observe organized activities. Ms. O'Leary added that we also have more than one case manager going into each facility on a routine basis.

Ms. Marcelle said she has a concern because a staff member at a CBRF near where she lives told her she had been on duty for 20 hours. Ms. Marcelle asked if this is a typical practice. Both Ms. Slempek and Ms.

PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE-SEPTEMBER 28, 2009

Larsen said many of these facilities are frequently short-staffed, and it's not unusual for some staff to have to work longer hours temporarily, but it's not really the norm. Ms. O'Leary added that there's a shortage of CNAs overall, but it's not a cause for concern at this point. She explained the difference between a CBRF and an AFH and why there are so many more AFHs than CBRFs (bed size limitations). Ms. Felmer asked what the case manager does when s/he observes something going on that could be a state violation. Ms. Slompkes and Ms. Larsen both said they report the activity and alert family members to the situation. There is also an RN (Jessica Schumacher) with whom we have a contract who goes into CBRFs to check records and observe situations for compliance. Ms. O'Leary said if it's a health and/or safety issue we must report it to the state's Division of Health immediately. Case managers are given copies of state citation documentation when a facility is in violation. Ms. Felmer thanked the two case managers for their willingness to come to the meeting for this presentation.

FAMILY CARE UPDATE

Ms. O'Leary said when Tom Eggebrecht resigned in July he appointed her the designee for Family Care in this county. She attends all the steering committee meetings, and since there's so much changing information, they occur four times per month. Currently there are seven counties and three tribes attending meetings for the northeastern Wisconsin district work group. Some entities are attending the meetings but haven't committed to Family Care yet. There is another meeting this afternoon at which there will be an attempt to name the district for its website. Our district has received a planning grant, and there is a timeline attached to that grant. If everything occurs according to plan and with no delays, the earliest we would "roll out" as a Family Care district is December of 2011. An RFP will go out in April of 2011 for the CMO contract. With the advent of a new governor and other factors, however, there may be delays.

There hasn't been a huge response to Shawano County's recruiting efforts with regard to hiring a Planning Director. The rewritten ad will go out again soon. Ms. O'Leary is involved in the stakeholders' meetings, and for this she has to develop a half-hour presentation on Family Care. She will be asking the COP Committee to view it at a future meeting before she presents it at different locations throughout the community. There is a training coming up on October 27 in Green Bay that will explain to case managers the difference between "care management" and "case management." Ms. Archambault asked if Ms. O'Leary has any information from ADRCs in other counties. Ms. O'Leary said no because ours is the only entity in the group that has an ADRC at this point. Others must develop one, but the ADRC must not be in operation longer than two months before the roll out date. The tribes in the group are planning the "Wolf River ADRC" along with Menominee, Oconto and Shawano Counties. The tribes may not ultimately participate in FC due to a potential loss of federal funding. Door, Kewaunee and Marinette Counties are still considering their options. Implementation is chaotic for counties, and it would be best for the transition if the MCOs contract back with counties for case management to take advantage of the experienced case managers that are already in place. Counties have up to three years (up from two) to put everyone from their waiting lists on service once FC is in place. As it stands now, no one within a district can place a new applicant on service until every person on a waiting list in every county within the district has been served. Since some counties have no waiting list right now, this may cause resistance, and the state may change that policy.

Ms. O'Leary said the state made changes to the CIP waivers last year and will be doing the same for the COP waivers this fall. Ms. Marcelle asked if Ms. O'Leary will be responsible for informing and educating Brian

**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE-SEPTEMBER 28, 2009**

Shoup when he comes on board next month as the new agency Director. Ms. O'Leary said yes, and it will be helpful if he can attend meetings along with her to have two sets of eyes and ears interpreting the information they're given. Mr. Shoup is supposed to begin employment on or around October 19.

**REPORTS**

**Current Status of COP Funding** – Ms. O'Leary said she recently met with Susan Katz, staff accountant, and they found there is about \$60,000 in COP money available as a match that will allow us to place five people on service from the waiting list. We should not have to send money back to the state.

**Waiting List** – Ms. O'Leary said she included in the meeting packet the state's memo on their waiting list policy. The major difference between theirs and our internal policy is our policy's allowance of bypassing people on the list chronologically. The state's policy doesn't allow that. Due to computer problems and the loss of our waiting list database, Ms. O'Leary and two staff members are currently working on reconstructing the list from scratch. For that reason, next month's figures should be more accurate. The new internal list will be maintained using an Excel spreadsheet rather than the Access database program. Jeff Grebinoski of the quality team has been very helpful with this project.

**Money Expenditures by Target Group** – No discussion.

**MOTION:** Ms. Archambault moved to receive the reports and place them on file. Ms. Marcelle seconded. Motion carried unanimously.

**CLOSED SESSION**

Ms. Felmer read the following notice:

Pursuant to 19.85(1)(f) considering financial, social and/or personal history of specific persons, which if discussed in public would be likely to have a substantial adverse effect on the reputation of the persons referred to--

**MOTION:** Ms. Desotell moved to go into closed session. Ms. Marcelle seconded. Ms. Felmer then conducted a roll call vote. Ms. Archambault, Aye, Ms. Desotell, Aye, Ms. Marcelle, Aye, Ms. Richardson, Aye, Ms. Xiong, Aye, Ms. Felmer, Aye. Motion carried.

**MOTION:** Ms. Marcelle moved to return to regular open session. Ms. Archambault seconded. Ms. Felmer then conducted a roll call vote. Ms. Archambault, Aye, Ms. Desotell, Aye, Ms. Marcelle, Aye, Ms. Richardson, Aye, Ms. Xiong, Aye, Ms. Felmer, Aye. Motion carried.

**During the closed session the Committee made the following decision:**

10A) Request for variance to use COP, COPW or CIP II funding for CBRF placement

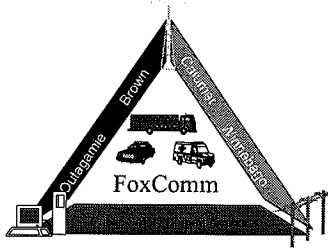
**PROCEEDINGS OF COMMUNITY OPTIONS PLANNING COMMITTEE-SEPTEMBER 28, 2009**

**MOTION:** Ms. Desotell moved to approve the request. Ms. Xiong seconded. Motion carried unanimously.

**Items 10B and 10C were for information only per resolution passed by the Committee on June 22, 2009.**

**MOTION:** Ms. Desotell moved to adjourn. Ms. Xiong seconded. Motion carried unanimously. The meeting adjourned at 9:25 a.m.

Respectfully submitted,  
Mary Rasmussen



## FOXCOMM FISCAL ADVISORY BOARD –

Meeting Date & Time: September 3, 2009 at 8:30 AM

Location: Outagamie County, County Board Room,  
410 S. Walnut Street, Appleton, WI 54913

### MINUTES

#### **Fiscal Advisory Board Members**

<b>Brian Leonhardt, Chair*</b>	P
<b>Patty Francour, Vice-Chair*</b>	P
<b>Brown County</b>	
Jim Nickel	P
Lynn VandenLangenberg*	A
Vacant – County Board Supervisor	
<b>Calumet County</b>	
Howard Mezera*	P
Jerry Pagel	P
<b>Outagamie County</b>	
Paul Hirte	P
Brad Gehring	P
Tom Pynaker*	P
<b>Winnebago County</b>	
Mike Brooks	P
Pat Brennan	P
<b>Corporation Counsel</b>	
John Bodnar	A
<b>Recording Secretary</b>	
Barb Bocik	P

\*Executive Committee  
P=Present A=Absent

**Guests:** Karen Carlson, FoxComm Management Info. Coordinator

Steve Verwiel, Winnebago County

1. Call to Order: The meeting was called to order at 8:32 AM
2. Agenda: Hirte/Mezera moved approval of the September 3, 2009 agenda. Motion passed unanimously.
3. Approval of Minutes from July 9, 2009 Meeting: Mezera/Pynaker moved approval of the minutes from the July 9, 2009 meeting. Motion passed unanimously.
4. Executive Committee Report:

Chairman Leonhardt discussed the Brown County Termination Agreement. A new Agreement has been brought forward and Items 2, 6 and 7 include the changes that Brown County proposed. Brown County will cover the cost of data migration for Brown County Agency data. Location of the data is addressed in the new agreement. This agreement has already been approved by the Brown County Public Safety Committee, but it would still need to proceed to the County Board.

MOTION: Mezera/Pagel moved to approve the revised Termination Agreement. Motion passed unanimously.

The Brown County Configuration Data Extraction procedure was discussed. Chairman Leonhardt discussed the original intent of FoxComm being data sharing and the fact that we are now moving away from that.

MOTION: Mezera/Pagel moved to approve the FoxComm/Brown CAD System Split Technical Documentation document. Motion passed unanimously.

Chairman Leonhardt discussed FoxComm's Organization Strategic Planning process as well as FoxComm's mission, vision and goals. Discussion was held regarding the Intergovernmental Agreement and achieving the common goals of FoxComm. Supervisor Hirte suggested we revisit the bidding process and have a better definition of the budget process.

5. Networking Expansion and Relocation Update:

Karen Carlson updated the committee on what has been connected to date among the counties. She advised that BayCom, Inc. is the vendor. So far, redundancy has quadrupled in the links and server relocation has begun. Systems Connections will complete the tandem move by September 8, 2009. They will also move the racks and by September 10, 2009, the room should be empty with the exception of the HUB which allows Brown County to get into the FoxComm network.

Appropriations Funds Allocation and Priorities Report:

Of the original \$444,268 award, \$268,970 has been expended so far with an additional \$49,000 on routers leaving a balance of \$126,298. Radio IP, connectivity to additional tower site, and system elements for a shared mobile data system are projects that will be considered for remaining funds. This grant award will expire in December 2010.

The committee discussed the multi-band radio grant. Karen met with Legislative Audit bureau last month and the OJA's administration of grants was discussed at that meeting.

6. Policy and Procedure Update:

Karen discussed the Administrative Agreements-System Security. John Bodner had advised Karen that there might be a need for an "umbrella" policy regarding access security so Karen drafted a Third Party Access Agreement and Password Agreement. The committee discussed levels of security and designation of signing Third Party Agreements for system integrity and system security.

MOTION: Hirte moved that Sheriffs Brooks and Gehring revise the document and bring the revised document back to the FoxComm Fiscal Advisory Board. No one seconded. Motion Failed.

Chairman Leonhardt discussed guidelines that go into Agreements regarding system administration. This item will be placed on the next Agenda.

Crisis Situation Procedure from UTC:

Karen advised that UTC has been working for two years on a procedure for crisis situations. This is a procedure/guideline to put in place directing agencies to take responsibility for their own actions/resources. A final format has been put in place and the document has been drafted. Jim Nickel discussed the document being a guideline verses a policy. He would like the words "policy" and "procedure" removed from document.

Sheriff Gehring discussed achieving this goal by adopting a standard operating guideline. Karen updated the committee has to as the history of why this procedure was drafted. Chairman Leonhardt discussed clarifying the different roles. Sheriff Brooks stated he feels this document is overstepping FoxComm's authority and the next IGA needs to address system abuse and how it will be dealt with. The committee discussed supporting the direction which the document is going, but also having each county adopt it as a standard operation guideline.

MOTION: Brooks/Mezera moved to send the document back to each individual county to adopt as a standard operating guideline. Vote: Ayes; Leonhardt, Francour, Nickel, Mezera, Pagel, Gehring, Pynaker, Brooks, Brennand; Nays; Hirte. Motion Carried.

7. Radio Project – Steering Committee Update:

Karen updated the committee on the Radio Operations Sub-committee report. The template for the tactical plans and next steps were discussed. Karen put together a resolution for consideration regarding formal adoption of the recommendations from the consultant entitled "Radio worker regarding procurement of a 700 MHz Trunked Voice Radio System, Two Channel VHF Fire Paging System and 800 MHz Mobile Data Radio Infrastructure per the Radio Workgroups Review of the CTO consultant report." Sheriff Pagel suggested this go back to each individual County Board for approval. Supervisor Hirte discussed that the Outagamie County Board is looking for direction from FoxComm's Fiscal Advisory Board.

MOTION: Brennand/Brooks moved to adopt the resolution as amended in paragraph 3 to state "Whereas there is a need to procure radio systems replacements by December 31, 2012 which satisfy the FCC narrowband mandates." Sheriff Brooks calls for question. Vote: Ayes, Leonhardt, Francour, Mezera, Pagel, Gehring, Pynaker, Brooks, and Brennand, Abstain: Nickel. Motion Carried.

FoxComm Fiscal Advisory Board  
Meeting Minutes  
September 3, 2009

Next Steps were discussed. The goal is to have the operations plan done by the end of the year. At this point, we are okay on the timeline.

8. Next Meeting: October 1, 2009 at 8:30 a.m.

9. Adjournment:

MOTION: Brennand/Hirte moved to adjourn at 10:09 a.m. Motion passed unanimously.

Respectfully submitted,

*Barb Bocik*

Executive Administrative Assistant  
Outagamie County Executive's Office

**(DRAFT) MINUTES**  
**BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**  
**Monday, September 14, 2009**  
**Green Bay Metro Transportation Center**  
**901 University Avenue**  
**Green Bay, Wisconsin**  
**9:45 a.m.**

**ROLL CALL**

Sunny Archambault	<u>x</u>	Nick Mahlik	<u>x</u>
Betty Bennett	<u>x</u>	Byia Martin	<u>x</u>
Linda Blohowiak	<u>x</u>	Barbara Natelle	<u>  </u>
Diana Brown	<u>x</u>	Jennifer Nelson	<u>x</u>
Brandon Cooper	<u>  </u>	Sandy Popp	<u>Exc.</u>
Chris Culotta	<u>x</u>	Cole Runge	<u>x</u>
Pat Finder-Stone	<u>Exc.</u>	Jayne Sellen	<u>Exc.</u>
Chris Hasselbacher	<u>x</u>	Julie Tetzlaff	<u>x</u>
Kathy Hillary	<u>  </u>	Mary Van Acker	<u>  </u>
Kathy Johnson	<u>x</u>	Vacant – BC Board	<u>  </u>

Others Present: Lisa J. Conard and Steve Rosenbaum.

**ORDER OF BUSINESS**

1. Approval of the June 8, 2009, Transportation Coordinating Committee meeting minutes.

A motion was made by L. Blohowiak, seconded by S. Archambault, to approve the June 8, 2009, Transportation Coordinating Committee meeting minutes. Motion carried.

2. Update on efforts to ensure timely post-appointment rides for disabled hospital and clinic patients.

C. Runge stated that this issue has been discussed at previous meetings.

S. Rosenbaum provided an overview of Medi-Vans' recent experience with post-appointment pick-ups:

- S. Rosenbaum stated that approximately 25-30 paratransit trips are provided to the Aurora BayCare Medical Center each weekday. Client pick-ups are often problematic as the center is very large and has numerous entrance/exit points.
- S. Rosenbaum noted that pick-ups have improved considerably at St. Mary's Hospital. Medi-Vans staff credits the improvement to assistance from hospital volunteers in getting the clients to the pick-up location and the construction of the new main entrance.



- Pick-ups at Bellin Hospital continue to go well.
- Pick-ups at St. Vincent Hospital remain a challenge as clients are often not ready to go or are waiting at another entrance/exit point.
- S. Rosenbaum stated that pick-ups at clinics in general are not as difficult because clinics are typically smaller facilities than hospitals.

C. Culotta suggested that Medi-Vans designate three pick-up spots at the Aurora facility.

S. Rosenbaum stated that he recommends only one be used.

S. Rosenbaum stated that Medi-Vans reservations staff and the drivers verbally provide instructions to the client on where to go after the appointment.

C. Runge stated he was pleased to see improvements were being made in the area of post-appointment pick-ups.

S. Rosenbaum stated that the best example of post-appointment pick-ups occurs at Froedtert Hospital in Milwaukee. Froedtert has a large staff and they communicate with each other via radio. This allows staff to check the location of a client fairly quickly.

S. Archambault suggested that Medi-Vans only use the pick-up location where the fixed route bus serves the Aurora facility.

C. Runge stated that he will investigate methods of improving pick-up efficiency at Aurora and St. Vincent Hospitals.

### 3. Discussion of support letters and resolutions for the creation of a Regional Transit Authority (RTA).

C. Runge and K. Johnson provided an overview and update on the progress of:

1. **The "100 Bus Bill"** – this would at least partially address the likely loss of approximately \$550,000 in federal operating grant funds after the 2010 census finds that the Green Bay Urbanized Area exceeds 200,000 people. However, the bill's status is currently unknown.
2. **RTA Enabling Legislation** – this will be necessary to allow the establishment of a new funding source to supplement limited local, state, and federal transit budgets. The combination of federal and state funds, which was at 80% in 1980, is now approximately

57% and this downward trend is expected to continue.

K. Johnson stated that Metro staff has made presentations to the elected bodies of Allouez, Ashwaubenon, Bellevue, De Pere, V. Denmark, and the V. Wrightstown. Metro staff will be making presentations to the Green Bay Common Council on September 15 and to the Village Board in Howard later this month. To date, all of these communities have approved a resolution supporting the establishment of a RTA. K. Johnson stated that Advance (the economic development branch of the Greater Green Bay Area Chamber of Commerce) has verbally supported the concept of a RTA.

C. Culotta asked if a RTA would be county-wide or if it would focus on the metropolitan area.

C. Runge stated that the assumption has been that a RTA would be established for the metropolitan area, but areas outside the metro area could be included in some form.

Discussion occurred on how a RTA would work.

C. Runge stated that the RTA would likely be an autonomous entity. The RTA would likely have a board of directors that is either appointed or elected by the communities participating in the RTA. The RTA could employ staff and drivers itself or contract with the city of Green Bay or others to provide services. These and other details will depend on how the RTA enabling legislation is written and approved.

L. Blohowiak asked about the types of projects a RTA could fund.

C. Runge stated that if a Regional Transportation Authority is created, funding for other transportation projects (street maintenance, trails, bicycle lanes, etc.) could be included. If a Regional Transit Authority is formed, the money raised by the authority would likely be restricted to funding transit operation and capital activities.

S. Archambault stated she supports the concept of a RTA. S. Archambault stated that all forms of human service transportation costs are up too.

S. Archambault asked if a RTA could provide funding for other human service transportation programs.

C. Runge stated that it is possible and that creating a RTA may be the best chance to get the funding necessary to meet the rising demand for specialized transportation services in the area.

C. Runge stated that Metro currently gets funding from Allouez, Ashwaubenon, Bellevue, De Pere, and Green Bay and each community pays its share of transit services through its property tax levy.

C. Runge stated that the regional focus of a RTA will allow routes to be designed to fit

the needs of the people throughout the metropolitan area instead of being designed to fit the budgets of individual communities.

D. Brown asked about the timing of the RTA.

K. Johnson stated that she hoped enabling legislation would be approved in late 2009.

A motion was made by S. Archambault, seconded by J. Nelson, to direct staff to prepare a letter supporting enabling RTA legislation on behalf of the TCC and have the chair of the TCC sign the letter and submit it to Metro staff and the area's state senators and assembly representatives. Motion carried. (Copy of letter attached.)

4. Other matters.

C. Runge summarized the new paratransit boundary map (effective 8-31-2009) that was distributed at the beginning of the meeting. The map illustrates areas where service was removed, stayed the same, or was added.

J. Tetzlaff stated that CP clients appreciate the new service to and from Wal-Mart in De Pere.

L. Blohowiak asked about the progress made in establishing a transportation coalition.

C. Runge stated that the Brown County Mobility Manager, Rhonda Schmitt, resigned and that the Forward Service Foundation hired Rashad Cobb as her replacement. C. Runge stated that staff will discuss this and other issues with Mr. Cobb.

S. Archambault asked if Mr. Cobb's work would focus on low-income based transportation needs only.

C. Runge stated that Forward Service Foundation staff has mentioned that this will be the Mobility Manager's primary mission, but that providing transportation services to everyone is also part of the manager's mission.

B. Bennett stated that she is in favor of the initiatives presented at the meeting.

C. Runge set the next meeting for:

9:45 a.m.  
Monday, December 14, 2009  
Green Bay Metro Transportation Center  
Commission Room  
901 University Avenue  
Green Bay, WI

5. Adjourn.

C. Runge closed the meeting at 10:50 a.m.

# TRANSPORTATION COORDINATING COMMITTEE



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GREEN BAY, WISCONSIN 54305-3600

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WEB SITE [www.co.brown.wi.us](http://www.co.brown.wi.us)

September 22, 2009

Kathy Johnson  
Green Bay Metro Paratransit Coordinator/Marketing Manager  
901 University Avenue  
Green Bay, WI 54302

Dear Kathy:

On September 14, 2009, the Brown County Transportation Coordinating Committee (TCC) voted to support Green Bay Metro's efforts to establish a Regional Transit Authority (RTA).

The members of the TCC represent agencies that serve many elderly and disabled Brown County residents who rely on public transportation to reach jobs, medical care, schools, meal sites, and a variety of other destinations. These agencies have cooperated for many years to develop and maintain transportation programs for their clients using limited financial and other resources. But transportation funding at the federal, state, and local levels has not kept up with the increasing demand for services, and the unfortunate result is that a growing number of trip requests have to be shifted to inconvenient times or simply denied.

As the area's population continues to increase and age, the demand for public transportation options that serve a variety of destinations will increase as well. Establishing an RTA is believed to be the best method of meeting this demand and enabling Brown County's elderly and disabled residents to continue to be independent and productive members of our community.

Thank you for your efforts to improve public transportation services in Brown County. If you have questions, please contact me at (920) 448-6480 or at [runge\\_cm@co.brown.wi.us](mailto:runge_cm@co.brown.wi.us).

Sincerely,

Cole Runge, Chairperson  
Brown County Transportation Coordinating Committee

CR:ll

Cc: Tom Hinz, Brown County Executive  
Brown County Transportation Coordinating Committee Members  
Chris Phelps, Green Bay Metro General Manager  
Senator Robert Cowles  
Senator Dave Hansen  
Senator Alan Lasee  
Representative Garey Bies  
Representative Phil Montgomery  
Representative Tom Nelson  
Representative John Nygren  
Representative Al Ott  
Representative Jim Soletski  
Representative Karl Van Roy  
Representative Ted Zigmunt

